

Resident Forums' Capital Project Funding Guidelines and Application Form

Guidance for Applicants

The three Oadby & Wigston Borough Council resident forums have a budget from which funding can be given to support projects which meet certain criteria. The guidance notes explain the criteria and how funding for Forums may apply.

To help your application, please read the guidelines. Include any relevant supporting documents and financial information.

Resident forum funding is intended to help improve the place residents live in. Improve the physical environment and / or deliver projects that will make a difference to the quality of life of people. For example: provide local community projects/activity which brings: cultural, sporting, recreational, health, environmental, heritage, safety, or educational benefits to the town and its citizens.

To access funding, contact your local councillor/s and share with them your project/activity idea.

The individual Resident Forum reserves the right to make special exceptions to these guidelines depending on the circumstance of each individual application.

Each resident forum shall retain discretion over its own funding allocation. A recommendation made by one community forum shall not create an exception that it will be supported by another forum. However, Councillors are able to "pool" the funding allocations to support a project(s)/activity(ies).

A decision on an individual application will not be seen as setting a precedent for the consideration of any other applications received by the Council or another resident forum.

Every funding application will be considered on its own merits by forum members. They will take into account the funding available and make recommendations on each application.

Written applications should be submitted at least **7days** before a resident forum meeting in order to be considered at that meeting. Later applications will be considered at the next forum meeting.

All funding awarded must be endorsed by the Council's Policy, Finance and Performance Committee in accordance with the Council's Standing Orders and Financial Regulations, be subject to the Council's legal powers and demonstrate

good value for money. A maximum of three quotes must be provided in line with the Council`s procedural rules.

Funding may be spent on capital projects. Capital is one off expenditure on buying, constructing or improving land, buildings, equipment or vehicles: and the purchase of consumables.

Priority will be given to: one-off, time limited, or start up spends, rather than ongoing running costs which should normally be funded by other funding bodies.

Projects should contribute to the aims of the Council`s Equality and Diversity Agenda and not conflict with Council policy.

- In appropriate circumstances, funding may be given on condition that certain items of equipment purchased with the funding are made available for use by other organisations/groups or in other the other Forum areas.
- .Groups/organisations requesting funding will be from the voluntary sector, be community initiatives, resident forums, tenants associations, community halls, sports and other clubs. They must be constituted and hold a bank account or have a sponsor organisation that can hold funds on their behalf.
- Successful applicants will be notified of funding endorsed by the Policy, Finance and Development Committee at least **1 week** after the decision is made.

Who cannot apply for funding?

- Parish Councils and public agencies
- Profit making organisations
- Proposals which are required as a direct result of a planning condition, enforcement action or any other statutory consent.

What projects cannot be funded?

- Commercial projects e.g. shops, businesses
- Projects which have party political affiliations
- Projects which are not legal
- Established projects which have ongoing revenue costs that cannot be met by the funding

How much can be applied for?

There may be a limit on how much you can apply for from your particular Forum .This will depend on each forum looking at applications and making recommendations as to whether they wish to support the application

Monitoring and reporting progress

A progress report is at least three months after the project started.

A final report showing how allocated funds have been used is required at the end of the project.

Those receiving the funding will be asked to attend a Residents' Forum meeting to report back on the work of the project.

Please note that you will be expected to keep an account of the spending on the project through receipts and provide these on request to evidence that the funding has been spent on what has been applied for.

Those making the application are requested to attend the Forum meeting to speak to, support their application.

The group/organisation will be asked to repay all or part of the funding to Oadby & Wigston Council if:

- The money is not used for the purpose specified, unless changes are made by prior agreement between the Council and the organisation/group
- The organisation/group is not able to provide project details as requested in the monitoring reports
- The organisation/group is wound up or ceases to exist

NOW please check you have:

- completed the whole form,
- signed it,
- added any extra pages and copies of any relevant documents needed to support your project,
- included estimates and price lists as required and included letters of support from other groups if necessary
- included a copy of your constitution as required
- included a copy of your latest bank account statement
- included a copy of your most recent accounts
- **If you provide an incomplete application this may delay the endorsement of your application.**
- Return to The Community Engagement Officer, Oadby & Wigston Borough Council, Station Road, Wigston, Leicestershire, LE18 2DR

Application Form

Oadby & Wigston Borough Council has allocated funding across the three local Resident Forums to support local community projects. The Resident Forums cover: Oadby, Wigston and South Wigston. Before completing this form please read the accompanying guidance information.

Project Title :
Contact Person:
Full Postal Address Postcode
Email:
Telephone:

Is your group

A registered charity

Yes / No

If yes, please give a charity no.:

A voluntary organisation

Yes / No

A community interest group

Yes / No

Other type of group
(please give details):

Other(Please explain)

Project, Activity or Cost

Tell us about what you want to do and how you would involve the local people in the project? *Continue on an additional sheet if necessary:*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** *(please give details)*

.....

Has your group/organisation received resident forum funding before?

Yes / No *(please give brief details)*

.....

Please describe how your project contributes and links to the Council`s Equality and Diversity Agenda vision for the Borough.

The Equality and Diversity Agenda (December 2014) vision states: The Council is ,“ to be an inclusive organisation with shared values, to reduce inequalities by tackling discrimination and building and fostering strong and good cohesive communities and acknowledging that diversity brings an added value to the lives of all who live and work in the area”.

What need is your project or activity addressing and how have these been identified?

Planned Outcomes and their benefit to the local community

Who will benefit from your proposal and what do you think the benefits (outcomes) will be to people living/working in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the community?

When will your project or activity start and when will it be completed?

Sustainability

How will you ensure the benefits of the project/activity continue in the future?

(Continued overleaf)

How much will your proposal cost?

What do you need to carry out your project and if you have to pay for this, what is the estimated cost?

Breakdown of costs: <i>(e.g. staff, accommodation, material costs)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL	£

Please identify any **“in kind”** support the project will receive- e.g.; donations of land, property, or professional expertise in order to support the project/activity.

Please give the total amount of funds you are requesting from the Forum.

£:

<i>How will you fund the difference (if any)?</i>	
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State which Councillor/s support your proposal

Councillor	Date

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Declaration:

I give permission for Oadby & Wigston Council to record my details and the organisation's details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide monitoring information throughout as requested and at the end of the project.

Signed

Name (Block capitals)

Position in group

Date

For additional information and support contact: veronika.quintyne@oadby-wigston.gov.uk, Tel: 0116 2572648

Please return a paper copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer

Corporate /Communities Services, Station Road, Wigston, Leicestershire, LE18 2DR.

Fair Processing Information for Grant Application Forms

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and for consultation purposes. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act unless it is exempt under Data Protection legislation.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Council at Customer Services , 40 Bell Street, Wigston(0116) 2572648.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		

Financial Information Provided:		
Appropriate Number of Quotes Provided:		

Equal Opportunities Monitoring Form

Oadby & Wigston Borough Council promote equality of opportunity to the services it provides. Our aim is to implement and maintain services which ensure that no potential or current resident is treated less favourably on the grounds of: marriage /civil partnership, race/nationality, ethnic or national origin, disability, age or sexuality, sex, religion/belief transgender, pregnancy/parenting responsibilities, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law.

In order to assist the Council in meeting its commitment we would be grateful if you could answer the following monitoring questions

The Council is committed to the following 5 key priorities:

Under the Data Protection Act 1988 the Council requires your permission to process all personal data including the sensitive data requested in this form. In completing the monitoring questions you will be deemed to have consented to the Oadby & Wigston Council processing your data.

The information you supply is part of our statutory duty under the Equality Act 2010 and will be used as statistical information to promote and monitor the Council`s Equal Opportunities Policy and to improve the existing service provided.

Please tick the following that apply:

The age range of the majority of people who will benefit from the project/activity:

0-5 5-15 16-19 20-24 45-59 60-64 65 & Over

The Disability Discrimination Act 1995 defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities".

Will the project /activity specifically benefit people with disabilities? Yes/No

Which group(s) will benefit from the project /activity?

White English/ Welsh/ Scottish/ Northern Irish/British White Irish

White Gypsy or Irish Traveller Asian/ Asian British Indian Asian/ Asian British Pakistani Asian/ Asian British Bangladeshi Asian/ Asian British Chinese

Any Other Asian Background (Please specify).....

White and Black Caribbean Black British African

White and Black African Black British Caribbean

Any Other Mixed /multiple heritages (please specify)
.....

Any Other Background (please specify).....

Will specific faith/belief group benefit from the project /activity?

No religion/belief Buddhist Christian Hindu Jewish Muslim Sikh Pagan
Any other religion/belief (please specify).....

Will people of specific sexual orientation benefit from the project/activity?

Bisexual Gay Heterosexual Lesbian Transgender Other (please specify).....

Safeguarding Children and Vulnerable Adults

Where applicants are providing or proposing to provide services that are targeting or impacting on children and /or vulnerable adults, all such applications must complement Oadby & Wigston Council`s Safeguarding Policy.

Equality and Diversity

Applications must reflect Oadby & Wigston Council`s Equality and Diversity Agenda Policy.

Carbon Reduction

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council`s position on carbon output emissions. (Greening the Borough Policy).